

## Capital Planning Committee Meeting Minutes September 8, 2016

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In attendance were:

Steve Andrew  
Charles Foscett  
Anthony Lionetta  
Mike Morse  
Brian Rehrig  
Barbara Thornton  
Sandy Pooler  
Amy Fidalgo

Not in attendance:

Diane Johnson  
Richard Viscay

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- **Meeting Opened:** Charlie Foscett opened the meeting at 5:00pm. Amy Fidalgo, Management Analyst, was introduced to the Committee.
- **Proposed Meeting Schedule:** The Committee discussed the proposed meeting schedule for the 2016-2017 capital planning season. Due to the Town Hall schedule on the Thursday prior to Veteran's Day, the Committee will meet on November 9<sup>th</sup> rather than November 10<sup>th</sup>. Sandy Pooler suggested the Committee provide Department Heads with a schedule of when Sub-committee meetings will take place and when the Committee would discuss departments' requests. The Committee discussed how to best communicate a schedule with Department Heads.
- **Membership Changes:** Charlie Foscett told the Committee that Tony Lionetta has decided to retire from the CPC after the 2016-2017 season. The Committee expressed their appreciation for Tony's work while serving on the Committee.
- **Election of Committee Officers:** Amy Fidalgo presided over the election of officers. The CPC voted unanimously as follows: Charlie Foscett as Chair, Brian Rehrig as Vice Chair, and Tony Lionetta as Recording Secretary.
- **Changes in Town Department Leadership:** Sandy Pooler told the CPC that John Marshall has been hired as Director of Recreation, Jim Feeney has been hired as Assistant Town Manager, and Jennifer Raitt was hired in the spring as the new Director of Planning. In the Planning Department, Nat Strosberg has been hired as the new Senior Planner and the Economic Development Coordinator position is vacant; the position has been posted.
- **Review of Sub-committee organization and membership:** Sandy Pooler told the Committee that Diane Johnson is on a two month medical leave through October. The Committee asked how the School Department will be providing backup for Diane Johnson. Sandy Pooler said that Toni Mertz, the School Business Manager for Malden, will be coming in one day a week to assist in Diane's absence. Sandy Pooler and Amy Fidalgo met with Kathy Bodie, Superintendent of

Schools, to discuss how the School's capital requests will get completed for the upcoming cycle. Steve Andrew volunteered to assist Brian Rehrig with the upcoming Sub-committee meetings in that Diane Johnson will not be able to attend.

Charlie Foscett asked if there was any specific interest in changing the organizational chart for the Committee. Barbara said she would be happy to take on the IT Department at any point in the future. Sandy Pooler asked that "Properties" be changed to "Facilities" on the organizational chart.

Charlie Foscett noted that in most departments there may be facility-related requests, and asked how the Committee will review these requests with Ruthy Bennett, the Facilities Department head. Sandy Pooler said that in the future, Ruthy will meet with Department Heads in the May or June to discuss their Town facility needs, similar to how ITAC reviews IT requests with Department Heads. Sandy Pooler said we will look at the requests and then analyze which projects relating to facilities need to be looked into further.

- **Review Approved FY 2016 Capital Plan:** Charlie Foscett said that the FY 2016 Capital Plan was approved unanimously at Town Meeting. Brian Rehrig and Michael Morse worked on getting the bond and BAN sections cleaned up. Brian Rehrig and Michael Morse are continuing to work on simplifying large spreadsheets, which should be completed within this season.

Charlie Foscett asked for updates on the new chart of accounts and Treasurer's software. Sandy Pooler updated the Committee on process of upgrading Munis from version 9.4 to version 11.2, which needs to occur before the chart of accounts and other software upgrades happen. The Town hopes to use Munis 11.2 by October. New motor vehicle excise tax and water and sewer billing software will be implemented in the spring.

- **Presentation of Changes Implemented and Planned to MS Access Database:** Brian Rehrig updated the Committee on incorporating a new matrix of interest costs and the inclusion of exempt-debt financed projects in presentations to Town Meeting. The Committee discussed how these changes may influence the presentation to Town Meeting.
- **Presentation of New Digital Data Entry Form and Integration with Departments:** Sandy Pooler and Amy Fidalgo presented the new online capital budget request form that Department Heads have been using to submit their requests. The Committee discussed additions/enhancements that could be made to the form in order to track Sub-committee recommendations, and how to track what has been entered into Access.
- **Discussion of Major Issues:** Barbara Thornton asked for an update on the Central School. Sandy Pooler told the Committee that the Retirement Office has moved out of the Arlington High School and into the Central School. The Arlington Redevelopment Board has renewed a lease with Mystic River Watershed Association, and there are plans for the Arlington Center for the Arts to move out of Gibbs and into the Central School eventually.
- **New business:** Charlie Foscett mentioned that another Committee member will need to be the liaison to the Community Preservation Act Committee this season. Sandy Pooler said that on the agenda for September 29<sup>th</sup>, he will discuss the impacts of the Municipal Modernization Act.

## Adjournment